



The Township of Zorra requires a Recreation and Facilities Manager

The Township of Zorra is seeking an energetic and community-minded individual for the position of Recreation and Facilities Manager. The Township of Zorra is a vibrant community of 8,300 residents living in a mixed rural/urban setting located in north-west Oxford County and lying just east of the City of London.

Reporting to the Chief Administrative Officer and acting as the primary recreation services liaison between Council and the public, the Manager provides leadership and vision for the development and promotion of a wide variety of community recreation and cultural programs, services and facilities through short and long-term planning. The position is responsible for the overall supervision of Recreation Department staff and the financial and physical management of capital and maintenance programs for Recreation Department facilities, parks and sports fields.

Qualifications include:

1. Degree or Diploma in recreation, business or related discipline together with five to ten years' related management experience at a supervisory role in Recreation.
2. Technical knowledge of refrigeration plants, HVAC and mechanical systems, and pools and preferably Ontario Recreation Facilities Association certification as a Registered Recreation Facilities Manager (RRFM) or Certified Ice Technician (CIT).
3. Thorough knowledge of parks & recreation, programs and facilities, maintenance and construction; contract administration and asset management; budget preparation and administration; health and safety, and relevant legislation; and employee relations, principles and best practices.
4. Proven written and oral communication skills for report writing and tender preparation.
5. Well developed computer skills for report writing, and a working knowledge of software programs relevant to facility management.
6. Ability to establish and maintain effective working relationships with elected officials, community groups, outside agencies, and staff throughout the organization.
7. Ability to work with community groups to promote, enhance and maximize usage of current recreational facilities.

Zorra Township offers a competitive and full benefit package. The use of a personal vehicle is required.

Qualified applicants are invited to submit a confidential cover letter and resume to the undersigned 4:30 p.m. on June 20, 2018. The job description for this position is available on the Township's web site at www.zorra.on.ca. We thank all candidates in advance; however, only those being considered for an interview will be contacted. All applications will be held in strict confidence.

Don MacLeod, Chief Administrative Officer
Township of Zorra
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Posted: June 7, 2018

Closing: June 20, 2018